

**MINUTES OF THE MEETING OF THE FINANCE & COMMUNITY COMMITTEE HELD ON  
TUESDAY 6<sup>th</sup> May 2014 AT 7.30 P.M**

**PRESENT:** Cllr Rogers - Chairman  
Cllrs Bowell, Toomey, Ness-Collins, and Alexander  
4 members of the public were present  
No members of the press  
The Clerk was in attendance.

**1 APOLOGIES**

**1.1** There were apologies for absence from Councillor Lloyd & Toms.

**2. DECLARATIONS**

**2.1** There were declarations of interest from Councillors Rogers as part of panel that approved Section 106 agreement and Cllr Alexander in the information item on Italian market.

**3. MINUTES**

It was **proposed** by Cllr Rogers and **seconded** by Cllr Alexander that the minutes of the meeting held on 8<sup>th</sup> April 2014 be agreed as a true record of the meeting.  
**This was Agreed.**

**4. MATTERS ARISING AND ACTIONS**

**4.1** Interviews for new clerk. We have received 6 applications for the position and on paper they are all good applications. The interview panel is to meet on 12<sup>th</sup> May to shortlist for interview.

**4.2** WW1 Commemorations – this is an agenda item

**4.3** Late shifts for Wardens – Cllr Rogers reported she has spoken to Greg Charman who Manages Wardens and he has agreed to arrange some joint working arrangements with police for late nights. The Neighbourhood policing team Now have a facebook page where you can get bulletins regarding policing issues – Steyning NPT is the facebook tag.

**4.4** Cheques have been raised for the Steyning Festival and Food and Drink Festival.

**4.5** The payroll has been outsourced to CAPITA and they have done the first payroll run.

**4.6** Section 106 money has been agreed in part for the fencing of the play area in MPF and this is an agenda item.

## **5. NEIGHBOURHOOD WARDEN SCHEME REPORT/LAT REPORT**

- 5.1** The Neighbourhood Wardens report was circulated to councillors and is attached to these minutes. Some concern raised over ASB in Fletchers Croft and this will be raised at Full Council.  
There was no LAT report.

## **6. QUESTIONS FROM THE FLOOR**

The chairman suspended the meeting for questions from the floor.

- Discussing business rates to Parish Councils, is this money we are going to get from HDC.

No, this is another council lobbying central government for some business rates to be passed down to Parish Councils.

- If we were to get this this could be used for High Street toilets, the council needs to do something.

You are right in that as we have toilets it is correct that we manage them as best we can. A lot of villages do **not** have these facilities at all.

- Keeping on top of situation at Fletchers meeting inside play area, litter and drinking. It is not pleasant to see overflowing bins particularly with alcohol when with children and grand children.

Have seen cans outside the play area and some alcohol evident. Would help if HDC emptied the bins regularly. Wardens say the older youths tend to drink and pass around to younger ones. We will speak to HDC to get the bins emptied.

- Are there any drugs present.

Not something that has been reported or mentioned by Wardens.

- About Wardens late shift with police what other areas other than High Street.

Any areas that they are called to with police. No specific areas.

The chairman re-convened the meeting.

## **7. INFORMATION ITEMS**

- 7.1** The Big Church Day out will be 23<sup>rd</sup> – 25<sup>th</sup> May this year. The organisers have introduced a new innovation this year to help local people get in touch while the event is running. There is a number to call (01903 326030) and messages will be monitored regularly. The contact number and details will be put on our website.

- 7.2** The Parish Council has received notification from WSCC of an application for Village Green status for Cuthman's Field and Fletcher's Croft. The details are on our website and anyone wishing to make representation or comment must do so by 5<sup>th</sup> June 2014.

Concern about accuracy of plan accompanying the document. Some of gardens of King Alfred Close are included and the fenced play area which is leased to us. WSCC will be checking this.

HDC own some of this land, and the school and WSCC. They will be checking for any covenants on the land.

- Is PC responding on this?

We would wish to have a discussion on this issue. The application cannot affect anything already existing on the land.

This will be put on the agenda for the next planning meeting.

- 7.3** An email has been received on behalf of Sevenoaks Town Council asking for support to their proposal that “the government take the necessary action to allow a percentage of Business Rates to be paid direct to Parish and Town Councils for the benefit of local economic growth”. Cllr Rogers invited comment from committee as to whether Steyning would support this proposal.

Cllr Rogers **proposed, seconded** by Cllr Bowell to support this initiative. This was **Agreed**, with one abstention.

- 7.4** Cllr Bowell reported a request from V & T group of the Steyning Community Partnership who have someone who would like to bring an Italian market to Steyning to try on one off basis on a Sunday in July (20<sup>th</sup>) and if successful to possibly extend to an annual event. HDC will issue a free licence for this first event. Was discussed at recent CoT meeting and they were in support.

- Has CoT spoken to all food outlets.

Not sure about all of them but to some of them.

- Would suggest the date not to be too close to Farmers Market day.

Cllr Bowell **proposed** support for this event, **seconded** by Cllr Ness-Collins. This was **Agreed**.

## **8. STEYNING CENTRE MANAGEMENT GROUP**

In the absence of Cllr Toms, the Clerk reported that we had received 3 quotes for the new boiler but committee felt there were queries with all of the quotes in relation to either specification or make of boiler quoted. All companies to be contacted again to obtain like for like quotes.

Committee has agreed to a new water heater for the small kitchen by the committee rooms.

Committee has agreed to replace the hot water still in the main kitchen with 3 water urns. There was concern to ensure there are enough urns to cater for large numbers of people.

Committee has agreed to progress with the setting up of a regular, monthly film night at the centre, run by the council.

- Could the committee possibly look at an afternoon session as well as night time which would help with the loneliness and isolation initiative.

This is an excellent idea and will take this back to committee.

Committee has agreed to investigate the possibility of running a table top sale.

## **9. ITEMS FROM COMMITTEE MEETINGS**

- 9.1** Cllr Ness-Collins reported that at the last meeting it was agreed to circulate the draft new Allotment regulations to allotment holders. Once comments have been received back from them to seek legal advice on the regulations before they are agreed and put into use. The cost for this to be no more than £250.

- What Legal advice do we need.

Would suggest exploring SALC first and whether guidance exists.

It was **proposed** by Cllr Rogers, **seconded** by Cllr Bowell to agree this expenditure. This was **Agreed** subject to enquiries with SALC.

- 9.2** The Section 106 panel met and have agreed to the funding for the fencing of the play area in MPF subject to a 10% contribution from the parish.

It was **proposed** by Cllr Ness-Collins, **seconded** by Cllr Toomey to fund the 10% at a cost of £599 from reserves. This was **Agreed**.

## **10. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

None for this meeting.

## **11. YOUTH SERVICE**

Cllr Bowell reported that the SAYS committee had now agreed a contract with Bramber, Upper Beeding, Ashurst and the Grammar School for the use of the Cuthman's centre. This agreement has been circulated to committee.

Cllr Rogers **proposed, seconded** by Cllr Alexander that Cllr Bowell be delegated to sign this agreement on behalf of Steyning Parish Council. This was **Agreed**.

John Davies has resigned from his role as a foundation governor. It was **proposed** by Cllr Rogers, **seconded** by Cllr Bowell to write and thank him for his contribution to the Youth Service. This was **Agreed**.

## **12. NEIGHBOURHOOD PLAN**

- 12.1** Cllr Bowell reported that the working group had met to discuss the quotes from the consultants for the Neighbourhood Plan. Three quotes had been received from Nexus, AiRS and Adams Integra and these were discussed in detail. It was felt the quote from Nexus in the sum of £27,312.50 was far too high. The quote from Adams Integra, although the cheapest at £13,600 was felt to give a lot less time and number of days quoted when compared with AiRS. It was also felt they had little local knowledge or experience in our area. The AiRS quote was £23,400.

We are eligible for grants of £12,600 from HDC and £7,000 from Locality. This would mean that Steyning's initial contribution for the consultants would be £3,300. Not sure about grant from SDNP which we are still looking into.

AiRS have a lot of experience in local area and a lot of local knowledge.

It was the recommendation from the working group to delegate to the Chairman Cllr Bowell to agree with Bramber the appointment of AiRS subject to agreement on timing of initial payment to be in line with grants and agreement to be able to negotiate on number of days as necessary.

The working group also recommended to delegate the Chairman to agree that SPC will contribute up to £5000 to the cost of the plan and the consultants subject to all grants and possible reduction in fees from AiRS.

- Aware AiRS are doing a number of Neighbourhood Plan's. What commitment is there on qualitative side of the works?

Their administration and timing of responses has not always been as good as we would like. Would like to see some sort of service level commitment in this area.

- They are taking on a lot of work on Neighbourhood Plan's – do they have sufficient support to do the work.

Will check on these points with Bramber and this is worth looking into. Some of their service level commitment is addressed in their submitted documentation with the quote.

Cllr Rogers will write with her concerns to the Neighbourhood Planning Steering Group.

Went to a good HDC presentation about Neighbourhood Plans's. AiRS Team Leader was there and he has a team of 4 dealing with Neighbourhood Plan's and he was confident they would not be overloaded with work.

AiRS are a bigger organisation than they may seem.

It was **proposed** by Cllr Bowell, **seconded** by Cllr Ness-Collins to agree the recommendations above, subject to proper service commitment. This was **Agreed** with one abstention.

### 13. WW1 COMMEMORATIONS

A member of the public has made two very good suggestions for WW1 Commemorations. One to plant a tree (maybe with a plaque) in MPF and two a commemorative clock for the main hall in the Steyning Centre.

The Clerk, expanding on the idea of a clock has suggested we could consider two clocks, one old style and one new digital clock to indicate the passage of time and progress over the last 100 years which would not have been possible without the sacrifice of all the service men and women from WW1.

To consider a plaque with a message as below or similar:

*"Time marches on and the world progresses as these two clocks show.*

*But time will never age the fallen from WW1 and we will remember them".*

It was **proposed** by Cllr Bowell, **seconded** by Cllr Rogers to delegate the clerk to investigate type of clocks and costs and bring back to committee. This was **Agreed**. To approach British Legion to see if they may make a contribution. To invite them to come along to presentation.

Committee discussed a tree and felt Fletchers Croft to be a better location than MPF. To investigate with HDC for a tree and plaque in Fletchers Croft and suitable species and bring back to committee.

### 14. FINANCIAL REPORT AND STATEMENT OF ACCOUNTS

**14.1** The final Income & Expenditure statement for March has have been circulated to councillors. Also circulated was the final reserves account for the period. Cllr Rogers **proposed** agreement to the accounts and expenditure list for this period, **seconded** by Cllr Bowell. This was **Agreed**.

**14.2** Cllr Rogers reported that Cllr Lloyd, as chair of this committee, had reviewed with the clerk our internal financial control systems which have been circulated to committee and considered the council had adequate systems in place. Our internal auditor also reviews our control systems each year and has found no areas of concern.

It was **proposed** by Cllr Rogers, **seconded** by Cllr Howell that committee confirm consideration and agreement to the internal financial control systems and that they meet the councils obligations. This was **Agreed**.

- 14.3** Mulberry & Co. has carried out our Internal Audit for the last 5 years and will complete the audit for 2013/14 on 7<sup>th</sup> May. The Annual Performance review of the Internal Auditor has been carried out by the Chair of this committee and the Clerk and it was **proposed** by Cllr Rogers, **seconded** by Cllr Alexander that their performance is satisfactory and that council re-affirm their appointment for the ensuing year. This was **Agreed**.

The clerk to explore the value and regulations regarding an alternative auditor For future years.

**15. COMMUNITY INFRASTRUCTURE LEVY**

There was nothing to add to the list this month. To circulate list to councillors.

**16. PRIDE OF PLACE & OLDER PEOPLE IN ISOLATION**

Cllr Rogers reported that the date for the event is proposed to be 9<sup>th</sup> September, which will be hosted by Steyning PC, and Trevor Beadle, Community Development Manager HDC to facilitate the meeting, and Jan Leeming from Age Concern will attend.

Details of the event have yet to be finalised.

WSSC doing project on social isolation, to contact Peter Catchpole for their initiatives.

**17. DATE OF NEXT MEETING:**

The next meeting will be held on Tuesday 3<sup>rd</sup> June 2014 at 7.30 pm.

**The Chairman closed the meeting at 8.50 p.m.**